



MONTEREY COUNTY SHERIFF'S OFFICE

SHERIFF'S RECORDS SPECIALIST II

\$2,918 – \$3,984 per month

FINAL FILING DATE: Open Until Filled

Exam 10/80I16/03LA

PRIORITY SCREENING DATE: April 15, 2010. Applications received after April 15th, will be screened on a monthly basis.

THE POSITION

The Sheriff's Office is recruiting to establish an eligible list of qualified candidates to fill current and future vacancies as they arise. This non-sworn position is assigned to the Sheriff's Records Division works within a 24-hour, 7-day weekly schedule. Incumbents independently perform complex specialized law enforcement records work requiring a working knowledge and application of law enforcement codes, vocabulary and procedures. This position has the upward mobility to compete for future positions such as: Sr. Sheriff's Records Specialist and Sheriff's Records Supervisor.

SIGNIFICANT DUTIES

(For a complete job description, please visit our website at www.co.monterey.ca.us/personnel.)

- Maintains confidential criminal records related to law enforcement activity; and operates, accesses, and queries multiple automated and manual criminal justice information systems and subsystems.
- Transcribes and prepares sensitive reports dealing with highly emotional and often traumatic events;
- Relays information by telephone or radio, on individuals and vehicles, to law enforcement officers in the field.
- Reviews court and legal documents to verify that information is in accordance with applicable regulations, laws, and procedures.
- Researches and compiles data for subpoena compliance, provides information to law enforcement agencies, courts, attorneys, and the public in accordance with legal requirements governing the release of criminal record information and crime and incident reports.

WORKING CONDITIONS

Ability to function with multiple, critical and changing priorities in a fast-paced environment and ability to adopt quick, effective and reasonable courses of action under emergency conditions.

MINIMUM QUALIFICATIONS

Working Knowledge of Sheriff's Records Specialist I: Basic record keeping and accounting methods and procedures; Computer operating systems; Correct English usage, grammar, and rules of punctuation and spelling.

Sheriff's Records Specialist I - Skill and Ability to: Access automated criminal justice information systems to enter, modify, and retrieve data into local, state, and national computer systems; Work in a law enforcement environment; Develop a working knowledge of departmental operations, procedures, and regulations; Understand, interpret, and apply departmental policies, procedures, rules, laws, regulations, ordinances, functions, and processes applicable to the management of local, State and national law enforcement records; Perform a variety of detailed clerical work accurately that involves independent judgment with minimal supervision; and make decisions in procedural matters without immediate supervision; Handle stressful situations with the public and cope with a variety of individuals who may be hostile, aggressive, irate, uncooperative, and/or emotionally disturbed; Maintain effective working relationships with those contacted in the course of work; Communicate effectively orally and in writing, including skill to prepare reports; Demonstrate keyboard/typing skill at a net speed of 45 words per minute; Provide excellent and courteous service and establish and maintain effective working relationships.

CONDITIONS OF EMPLOYMENT

Successfully pass a complete background investigation, which includes a voice stress analysis (similar to polygraph); Must work flexible hours, shifts, weekends, and holidays and be subject to holdover and callback duty.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to see well enough to verify the identity of individuals entering and leaving the facility; Ability to speak loudly, enunciate clearly and effectively; listen and comprehend in order to communicate face-to-face, on the phone, and on the radio to provide and gather information while working in a noisy, enclosed room that has multiple distractions; Physical strength to lift and carry boxes of files sometimes weighing up to twenty-five pounds to and from storage; Ability to stand or sit for long periods of time to process information at the counter or computer; stoop, reach or bend for short periods of time to file, process or retrieve a variety of

APPLY: Monterey County Sheriff's Office, Human Resources

1414 Natividad Road, Salinas, CA 93906

(831) 755-3744 (831) 759-7298 (831) 796-1127

www.co.monterey.ca.us/personnel OR www.co.monterey.ca.us/sheriff OR www.joinmcso.com

24-HOUR JOB INFORMATION LINE

(831) 755-5126
(from Salinas area)

(831) 647-7726
(from Monterey area)

COUNTY OF MONTEREY IS AN EQUAL OPPORTUNITY EMPLOYER

materials such as files and mail; Manual dexterity needed to operate writing utensils, a 10-key calculator, and typewriter or computer keyboard to input and retrieve information for long periods of time.

APPLICATION SUBMITTAL & SELECTION PROCEDURES or PROCESSES

- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of a completed Monterey County Application.
- Applicants who fail to complete a County Application will not be considered for this position. Résumés will not be accepted in lieu of required application materials.
- All application materials must be received in the Monterey County Sheriff's Office no later than April 15, 2010, to be included in the first screening. Applications received after April 15, will be screened on a monthly basis. Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may also include an oral examination, pre-exam exercise, performance exam and/or written examination

Applications may be obtained from and submitted to:

Monterey County Sheriff's Office-Human Resources

1414 Natividad Road, Salinas, CA 93906

Phone: 831-759-7298 or 755-3744

Our Website: www.co.monterey.ca.us/sheriff or www.joinmcsso.com

OR APPLY ON-LINE at www.co.monterey.ca.us/personnel

NOTE: If you believe you possess a disability that would require test accommodation, please call Sheriff's Human Resources at (831) 755-3744. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States. If you are hired into this classification, you will, as a condition of your employment, have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fee.

COMPENSATION AND BENEFITS

Monterey County offers an excellent benefits package (J Bargaining Unit) including:

- **Health Insurance:** Flexible Benefit Allowance.
- **Life Insurance:** the County provides coverage of \$20,000 Term Life.
- **Holidays:** 10 days per year plus one floating holiday.
- **Vacation:** a maximum of 12 days per year. The rate increases after 2, 10, 18, 21 and 25 years of service.
- **Sick leave:** a maximum of 10 days per year.
- **Public Employees Retirement Plan:** 100% of PERS retirement contribution paid by the County. 2% at 55 formula.
- **Deferred Compensation:** The County has a voluntary deferred compensation program.

The Sheriff's Records Specialist classification is in Bargaining Unit J. More information regarding benefits may be obtained from our web site at www.co.monterey.ca.us/personnel. The information listed above is a general summary of benefits. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum Of Understanding for Unit J prevail over this listing. If you are hired as a temporary employee, your salary will be hourly and you will not be eligible for the benefits listed above.

LA – 03/03/10